

# COMMUNITY CENTER – TERMS OF RENTAL

## Smoking

Smoking is **NOT** allowed in any part of the building.

## Alcoholic Beverages

Alcohol is **NOT** allowed in any part of the building.

## Keys

Keys may be picked up at the Village Office, 400 S Church Street the day of the event or up to two days prior to the event. Office hours are Noon until 6pm Monday-Thursday. You are responsible for the key and it must be returned in order to have your security deposit returned.

## Reservation of Facilities

Facilities may be reserved at the Village Office, in person or by phone 587-2486. Office hours are noon until 6pm Monday through Thursday.

Reservations for usage are confirmed only when the deposit is received, and a signed agreement is on file at the Village Office. Rental agreements are available in the village lobby or on Endeavor's website.

The facility can only be rented by adults 21 years of age and older. Any exceptions shall be reviewed by the Village Board.

## Cancellations

Notice to cancel a reservation must be given 2 days in advance of the event.

## Decorating and Event End time

Conclusion of decorating and events shall be 10:00 PM Sunday through Saturday. **No one should be in the building between 10pm and 7am. An additional fee will be imposed during those hours.**

## Cleaning

All cleaning is to be done immediately after the conclusion of the event. Maintenance personnel will inspect the building the following day for your deposit refund. Exceptions may be made if there is no event the next day and the Village is notified prior to the event.

All garbage must be bagged and placed in the dumpster. Endeavor recycles! Please place recyclables in the appropriate container. All decorations must be removed at the conclusion of the event.

The Village of Endeavor will not permit affixing anything to the walls, floors or ceiling with staples, nails, or other fasteners. The Village of Endeavor will not accept any responsibility for special items or decorations brought to the facility. Any items or decorations you wish to retain must be removed prior to closing the facility at the end of your event. **\*\*Nail or tack holes will be charged \$5 each.**

Failure to clean the building properly upon completion of the event will result in forfeiting your security deposit. Security deposit will be kept at the Village's discretion.

## Material Storage

The facility has LIMITED storage space. Permission from the Village Staff is necessary for any items left at the facility. The Village will not be liable for damage or loss of any items stored at the facility.

## Equipment

Tables, chairs and other equipment are not to be removed from the facility or used at another facility.

## Inspection Checklist

Community Hall Inspection Checklist **MUST** be returned to the Village.

For keys or emergencies: Steve Biba 608-963-7419

# COMMUNITY CENTER – INSPECTION CHECKLIST

Please complete this form and return it with the key to the Village Office. You may write additional comments on the back of this form. Your security deposit will be mailed to you or shredded with your permission.

The Community Center was built in 2009. The renter is responsible for all items contained in this Agreement. Failure to abide by and carry out responsibilities could lead to withholding part or all of the Security Deposit.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>PRE/POST-EVENT INSPECTIONS</b>         |                                 |                                   |
|---|---------------------------------|-----------------------------------|
|   | Pre-event inspection by renter: | Post-event inspection by Village: |
| General cleanliness of building           | _____                           |                                   |
| Tables and chairs put away neatly         | _____                           |                                   |
| Floor clean                               | _____                           |                                   |
| Restrooms are clean                       | _____                           |                                   |
| No garbage left in the building           | _____                           |                                   |
| Lights turned off throughout the building | _____                           |                                   |
| Windows and doors are closed and locked   | _____                           |                                   |
| Discrepancies:                            | _____                           |                                   |
|   | _____                           |                                   |
|   | _____                           |                                   |

| <b>CLEANING DIRECTIONS</b>  |  |
|---|--|
| <b>LOCATING THE CLEANING SUPPLIES:</b>                              | Kept in the maintenance room behind kitchen, or in kitchen under sink. |
| _____ Wash table tops   |  |
| _____ Place dining room chairs neatly around tables                 |  |
| _____ Sweep tile, vacuum carpeting                                  |  |
| _____ Remove ALL decorations, including tape                        |  |
| _____ Wash, Dry and put away all dishes used                        |  |
| _____ Remove all food that you brought into the facility            |  |
| _____ WE RECYCLE! Please place recyclables in the proper containers |  |
| _____ Check restrooms   |  |

| <b>FOR STAFF USE ONLY</b>   |                                |  |
|-----------------------------|--------------------------------|--|
| Key Number _____            | Release Security Deposit _____ |  |
| Returned Yes _____ No _____ | Forfeit Security Deposit _____ |  |
|                             | Staff Member Initials _____    |  |

For keys or emergencies: Steve Biba 608-963-7419

# COMMUNITY CENTER – RENTAL PERMIT

RETURN THIS SIGNED FORM WITH PAYMENT TO – Village of Endeavor, 400 S Church St, Endeavor, WI 53930

Lessee or Group Name: \_\_\_\_\_  
(must be 21 years of age or older; see “Terms of Rental”)

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

## **NO CASH ACCEPTED, CHECK OR MONEY ORDER ONLY**

|                         |                 |
|-------------------------|-----------------|
| Rental Fee: _____       | Received: _____ |
| Security Deposit: _____ | Received: _____ |

**PLEASE WRITE A SEPARATE CHECK FOR DEPOSIT.** THIS WILL BE RETURNED TO YOU UPON SATISFACTORY INSPECTION.

The Lessee hereby agrees to remit said rental fee and to be responsible for any damage to property or items stolen, and to comply with the following stipulated insurance requirements:

1. **Hold Harmless Clause:** Lessee shall indemnify and hold harmless the Lessor from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways, walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act or omission, neglect, or wrongdoing of the lessee or any of his/her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by the Lessee to the premises, and the Lessee will at his/her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands.

The Lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods.

2. Business and Public Events shall provide proof of insurance outlining #1 above.

\_\_\_\_\_ I have read and understand the attached “Terms of Rental” agreement and agree to comply.  
(initial)

Village Staff (for the Lessor)

Lessee

Date

\_\_\_\_\_

For keys or emergencies: Steve Biba 608-963-7419

**ADA MILLS DONNER & MELVIN R. DONNER CIVIC CENTER  
RENTAL RATES**

**EFFECTIVE 11-19-2024**

Rental by Village resident \$100.00

Rental by non Village resident \$ 125.00

(Events can include: Anniversary Parties, Birthday Parties, Craft Sales, Family Events or reunions, Celebration of life, Graduations, Showers, Weddings, etc.)

All items require a \$100.00 refundable deposit. **Please write a separate check for deposit.** This check will be returned to you or shredded upon satisfactory inspection. Checks should be made out to **Village of Endeavor.**